

RIPON AREA SCHOOL DISTRICT
Job Description

DEPARTMENT: Curriculum, Instruction and Assessment

POSITION: Interpreter

QUALIFICATIONS: Interpreters aid communication by converting message or text from one language into another language. Interpreters must have the ability to concentrate while others are speaking or moving around them and be sensitive to cultural differences and expectations among the people whom they are helping to communicate. Successful interpreting is not only a matter of knowing the words in different languages but also of understanding people's cultures. Interpreters must listen carefully when interpreting for audiences to ensure that they hear and interpret correctly. Interpreters must speak and write clearly and effectively in the languages they are conveying. Interpreters work with spoken communication.

EXPERIENCE: High School Diploma. Bachelor's degree preferred. A minimum of 2 years of translation and interpretation experience

REPORTS TO: Curriculum Director

JOB GOALS: Convert information from one spoken language into another. The goal of an interpreter is to have people hear the interpretation as if it were the original. Interpreters must usually be fluent speakers or signers of both languages, because they communicate back and forth among the people who do not share a common language.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

1. Provides interpretations as required by phone conferences or in person.
2. Serves as interpreter for Special Programs (Special Education, G/T, parent meetings, etc.) upon request and as available.
3. Serves as a liaison between school and community.
4. Conducts Home Language Surveys.
5. Functions as a communication link between non-English speaking and limited-English speaking families and school/district personnel.
6. Interprets faithfully and always conveying the thought, intent, and spirit of the speaker and/or student while maintaining confidentiality, an impartial attitude, and professional demeanor at all times.
7. Demonstrates commitment to cultural sensitivity and working in a diverse environment.
8. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
9. Demonstrates the ability to fluently read, write, and speak in English and Spanish

10. Possesses exceptional organizational, and interpersonal skills
11. Demonstrates the ability to be detail-oriented, self-motivated and able to multitask
12. Possesses the ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English and Spanish
13. Maintains integrity of confidential information relating to students, staff, or district personnel
14. Possesses the ability to work collaboratively with others
15. Demonstrates regular and punctual attendance.
16. Communicates a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
17. Serves as a positive role model for students in how to conduct themselves as citizens and responsible, intelligent human beings.
18. Remains free of alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
19. Performs other duties as assigned.

Terms of Employment: Hourly as needed

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

____ I certify that I have read and understand the attached Physical Demand Addendum for the Interpreter position as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

PHYSICAL DEMAND ADDENDUM

Interpreter

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement.....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date